

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR09411393**
POSITION NO: **946746**
POSITION TITLE: **Office Specialist**

DATE POSTED: **02/01/16**
CLOSING DATE: **02/12/16**

DEPARTMENT NAME / WORKSITE: **Division of Natural Resources - Navajo AML Reclamation / UMTRA Department / Window Rock, AZ**
WORK DAYS: **Monday - Friday** REGULAR FULL TIME: ☒ GRADE/STEP: **AB58A**
WORK HOURS: **8:00 am - 5:00 pm** PART TIME: ☐ NO. OF HRS./WK.: **24,128.00** PER ANNUM
SEASONAL: ☐ DURATION : **11.60** PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Work under the general supervision of the Programs & Projects Specialist to provide office and clerical support services to the entire Navajo AML Reclamation/UMTRA Department. General duties will include: composes, edit & review correspondences, reports, forms, records, etc.; maintain an organized records management system of Public Facility Projects including a tracking system of financial & non-financial documents; prepare & process financial documents (Receiving Records, Purchase Requisition, Interdepartmental Charge Requisition, Travel Authorization, Stationery Supply Order, etc.); prepare and process employee and office forms when necessary; make travel and lodging arrangements; assist with maintaining the Office of Surface Mining NTP and TIPS training schedules to include coordinated schedules, compile need surveys, handle space allocations & submit nominations; perform basic accounting and bookkeeping duties including working with the Navajo Nation FMIS and P-Card systems; arrange & schedule meetings; transcribe minutes of meetings; screen telephone calls, route calls and takes messages, greet & direct visitors as appropriate, respond to questions and provide general information on the department; handle mail runs, errands and relays to field offices when needed; send, receive, record and distribute department mail; and perform other duties as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basis clerical, secretarial and office support practices and procedures; Navajo Nation FMIS system, Navajo Nation P-Card system, computer software; word processing; and database/spreadsheet applications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.